

CHECK OF OPERATIONS

School Special Election

Training Copy

Grand River Head Start

Your Superchair is: Merialice Jensen 517-802-7450

MAIN OFFICE 483-4131
VOTER SERVICES UNIT 483-4133
ELECTION UNIT 483-4485 & 483-4486

It is the responsibility of the **CHAIRPERSON** to supervise the Precinct Inspector Team with the assistance of the **CO-CHAIRPERSON** to ensure that each operation is carefully done.

Please place a check on the line after each operation is completed to confirm all required steps are performed.

This packet includes in the last three pages:

- Chairperson's comments sheet
- Precinct log
- Payroll

This Check of Operations worksheet must be signed by the **CHAIRPERSON** and returned to the City Clerk's Election Unit along with the payroll sheet.

Thank you for your service to the City of Lansing

===== DAY BEFORE THE ELECTION =====

If you are able to access the polling site the day before the election, here are a few recommendations:

- . Set Up Poll Booths, tables and chairs**
- . Put up Signs**
- . Review Supply list in Black Box; make sure you have the supplies you need and where they are located.**
- . Place Equipment in position, but Do NOT turn on or plug in**
(Items in purple font in this Check of Operations could be set up the night prior to the election.)

These items are kept with the Chairperson and cannot be left in the building:

- . E-Poll Book Laptop Bag or any of its contents such as:**
 - . E Poll Book computer**
 - . E Poll Book Operations Manual**
 - . Cell phone**
 - . Thumb drive**
 - . Poll Book Binder**
 - . Emergency Voter List**
 - . Keys to Tabulator and Automark**

Any questions on the night before the election, please call **Brian Jackson's Cell Phone at 517-614-6061 or **Chris Swope's Cell at 517-230-1566****

. ===== BEFORE THE POLLS OPEN =====

BALLOTS

- ☐ Open the Ballot Bag Seal and confirm it is for the correct ward and precinct. The following items are included:

- ☐ Ballots for correct precinct



- ☐ Plastic Holder for Ballot Container Certificate



- ☐ Ballot Container Certificate



- ☐ Plastic Pull-Tight Seal



- ☐ The cut seal from opening the bag remains in the Ballot Container.

GENERAL SET UP

- ☐ Turn on the cell phone located in laptop bag and make sure it is working properly. (Charge phone the day before).
- ☐ If an inspector is a “no show,” first try to contact the worker directly, then contact your Super Chair (Merialice Jensen 517-802-7450) if you need assistance setting up. Notify the Clerk’s Office as soon as possible.
- ☐ Administer the Oath of Office to **ALL** inspectors. **ALL** opening inspectors must sign the following three items:
 - ☐ the Oath of Office on Page 1 of the Poll Book,
 - ☐ Tabulator Zero tape (Long tape) at the beginning of the day
 - ☐ Election Inspector Payroll sheet (located at the back of this packet)
- ☐ Check contents of the black supply box and plastic tub against the supply checklists found in the black box. **Contact Superchair (Merialice Jensen 517-802-7450) for any missing items.**
- ☐ Provide laptop and E Poll Book Operations Manual to the E Poll Book Inspector(s). They are located in the laptop bag,.

- ☐ Set up voting booths and tabletop privacy booths, with the open side facing away from the other voters and the precinct inspectors. *Unless your location is unusually dark, it is not necessary to plug in the voting booths' lights.*
- ☐ Make sure you set up at least one tabletop privacy booth for use by voters with disabilities.
- ☐ Pen attached/included in each voting booth.

- ☐ Hang posters and the instruction ballots and post all other necessary signs from the **Posters & Voter Information Materials envelope** (i.e. "Voting Precinct" at the entrance to the building or room, "Vote Here"; directional signs in hallways and corridors). The envelope should now be empty!

- ☐ **Hang US flag** . If a flag is already displayed in front of the building or lobby, this step can be skipped.

- ☐ Ensure that the path from the entrance of the building is accessible for voters with disabilities.

- ☐ Measure and mark 100 ft distance from any entrance that a voter can use. No campaigning can occur closer than 100 ft. **NEW Bright color duct tape is in the black box to mark 100ft line.**

- ☐ Arrange the precinct for processing voters and brief each inspector on his/her job duties.

- ☐ Provide the folder of supplies for each work station.

- ☐ **Presidential Primary Yellow Folder, Please give handout to every inspector**

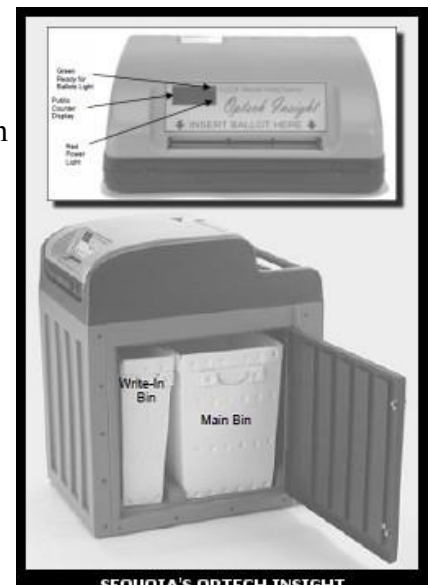
- ☐ **Prepare for Emergencies like fire or storm.** Find the floor plan, usually by entrance, that shows tornado shelter and fire evacuation routes. Someone may need to check in with building office to find the information. See "Emergency Plan" in the Trouble Shooting Guide for more details.

TABULATOR

- ☐ Verify that the tabulator serial number and tabulator seal number agree with the Clerk's Preparation Certificate inside the front cover of the Poll Book.

- ☐ Inspect all three tabulator bins (auxiliary, write-in, and main) to ensure that all bins are empty. **Remove all secrecy sleeves stored in the largest bin before processing ballots.**

- ☐ Plug in the tabulator power cord using power strip or extension cord if needed; it will begin printing a **Zero Report**. (See example on next page)

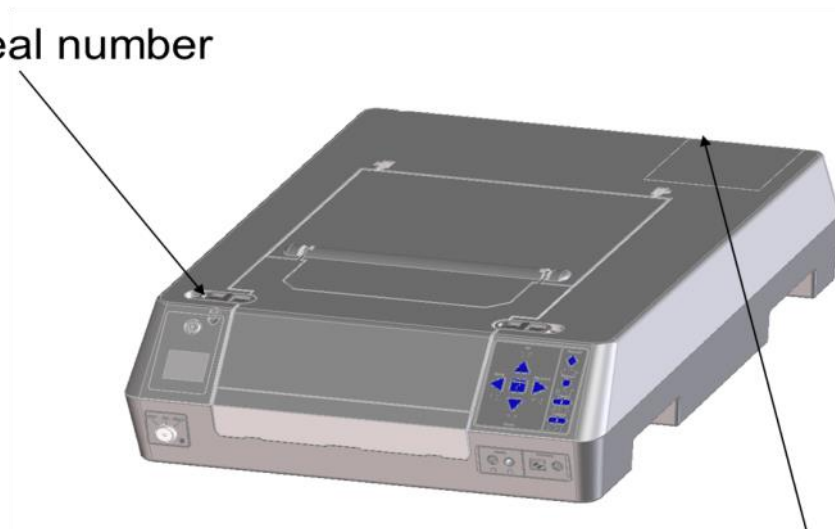


- ☐ Verify ward & precinct on the Zero Report are correct where it says “City of Lansing Ward 1 Pct. 02.” (See example on next page)
- ☐ Check the **Zero Report** to confirm that each candidate and proposal has **zero votes**. (See example on next page)
- ☐ Using the **Zero Report**, proof an Official ballot and a Sample Ballot for correct spelling of candidate names. (See example on next page) They will not be in the same order. **Do NOT put any ballots into the machine.**
- ☐ If there is a problem with the Tabulator, call your Super Chair (**Merialice Jensen 517-802-7450**) or the City Clerk’s Office 483-4133 immediately.
- ☐ After you have confirmed that the Zero Report (long tape) is correct, all inspectors must sign the bottom of the paper tape (press paper feed until there is a blank area to sign).
- ☐ Do **NOT** tear off the paper tabulator tape. It must remain in the tabulator until the end of the election.
- ☐ Relock cover; this **MUST** remain locked during the time the polls are open. It can be opened only with both a Republican and Democratic Inspector present to fix a jam or other similar issues. The key was provided to the Chairperson in the laptop bag.

AUTOMARK

- ☐ Confirm 5 feet circular access to enable a person in a wheelchair to use the AutoMARK.

Verify seal number



Verify AutoMARK Serial Number

SEQUOIA OPTECH INSIGHT
21st Century Optical Ballot Counting System!
Sequoia Voting Systems, 7677 Oakport Street #800, Oakland CA 94622

HPX.K/K1.42.050816.1100
CPX.J/K1.14.060419.0705
HARDWARE DIAGNOSTICS PASSED

APX K2.10.051208.1720
Insight serial number is 501,149
Protective counter number is 7,261

TUE., APRIL 12, 2016 1:19:50 PM
1:19:55 ALL CHECKSUMS O.K.

Special Election
Ingham County Michigan
May 5 2015

Election parameter data created from
EMS database of 3:11:00 PM, 02/29/16

TUE., APRIL 12, 2016 1:19:56 PM

BALLOT REPORT

Insight serial number is 501,149
Protective counter number is 7,261

Precinct 0021
- COUNTED 000
- NOT COUNTED 000
= TOTAL BALLOTS CAST ==> 000

TUE., APRIL 12, 2016 1:19:57 PM

VOTE TOTALS REPORT

City of Lansing Ward 1 Precinct 4

1 Acceptable Ballot Security ID Header Code

000 - 021

Special Election
Ingham County Michigan
May 5 2015

BALLOTS COUNTED
- TOTAL 000
- Non Partisan 000

State Proposal

YES 000
NO 000
OVERVOTES 000
UNDERVOTES 000

WE THE UNDERSIGNED CERTIFY
THAT THE ABOVE REPRESENTS
THE VOTES CAST AT THIS
PRECINCT.

ALL INSPECTORS MUST SIGN
BELOW.

Precinct 0021

TUE., APRIL 12, 2016 1:20:00 PM

Precinct 0021
Current ballots cast = 000

Polls open, OK to read ballots

(Signature)

(Signature)

(Signature)

(Signature)

ZERO TAPE CHECK EXAMPLE

IGNORE the computer
codes highlighted in
pink.

CHECK ward and pre-
cinct numbers high-
lighted in green.

VERIFY information
marked in blue.

SIGN in area marked in
purple.

- ☐ Verify that the AutoMARK serial number and seal number agree with the “Clerk’s Preparation Certificate” located inside the front cover of the Poll Book.
- ☐ If your AutoMARK is on a cart, slide AutoMARK shelf out of the cart and tighten screws—Do NOT remove from cart

OR

If your AutoMARK is NOT on a cart, assemble the AutoMARK table, then remove the AutoMARK from its container and place it on the AutoMARK table.

- ☐ Plug in the AutoMARK and open up the AutoMARK screen.
- ☐ BE SURE TO INSTALL THE PRIVACY SCREEN.
- ☐ Turn the key to the “test” position. Key was given to the Chairperson in the laptop bag.
- ☐ After machine finishes booting, press “**Test Ballot Print**” on the touch screen.



- ☐ Find “**Automark TEST Ballot**” located in large manila envelope
- ☐ Insert TEST ballot provided for your precinct.

After the machine completes the test ballot, confirm that all ballot positions are marked and that all names match the ballot for that position.

- ☐ If you are in a “split” precinct, perform this test with each ballot style for your precinct.
- ☐ Place Completed Automark Test Ballots in the **Local Clerk Envelope** .
- ☐ If all precincts at your location have finished their test ballot, press “**Done**” on the touch screen,
- ☐ Take out the AutoMARK secrecy sleeve, the headphones, the AutoMARK Braille instructions, and sanitary wipes
- ☐ Turn the key to “on” position, and remove the key. The AutoMARK must remain in the “on” position. all day!

POLL BOOK and E POLL BOOK

- ☐ Have E pollbook Inspector check off all actions listed on Election Inspector Preparation Checklist
- ☐ Check off EVERY box to confirm that the tasks have been completed.
- ☐ Confirm All inspectors complete and sign the "Election Inspectors Preparation Certificate" located on the inside front cover of the Poll Book
- ☐ Review document below and make sure the first page is completed
- ☐ Confirm that E Poll Book Opening Checklist has been completed by your E Poll Book Inspector(s)

CLERK'S PREPARATION CERTIFICATE FOR OPTICAL SCAN TABULATOR AND VOTER ASSIST TERMINAL

Tabulator Serial No. Label
Voter Assist Terminal Serial No. _____

Tabulator Seal No. Label
Voter Assist Terminal Seal No. _____

I certify that the above tabulator and voter assist terminal have been properly prepared and tested for this election in accordance with law, and that at the completion of the tests, the programs were inserted into the tabulator and terminal and sealed with the seals bearing the seal numbers recorded above.

Precinct No. _____

Signature
Signature of Clerk or Authorized Assistant

Date
Date

ELECTION INSPECTORS' PREPARATION CERTIFICATE

☒ WE CERTIFY BY SIGNING BELOW THAT THE FOLLOWING WAS COMPLETED PRIOR TO THE OPENING OF THE POLLS:

- ☒ The oath of office was administered to and signed by all election inspectors present.
- ☒ Verified that the serial number of the tabulator and terminal and the seals used to seal the tabulator and terminal were the same as the serial and seal numbers recorded on the Clerk's Preparation Certificate above.
- ☒ All preparation tests of the tabulator and terminal were completed and the equipment was found to be in proper working order.
- ☒ The ballot was verified by comparing each candidate's name and the placement of any propositions on the ballot with the precinct instruction ballot, tabulator zero tape and terminal test ballot.

OATHS OF CHAIRPERSON AND INSPECTORS OF ELECTION

STATE OF MICHIGAN,
COUNTY OF Ingham/Eaton } SS.

I Do Solemnly Swear, (or affirm) that I will support the Constitution of the United States and the Constitution of this State, and that I will faithfully discharge the duties of the Office of Precinct Board Chairperson at the Election held on Tuesday the 8 day of Month, 20xx according to the best of my ability.

Taken, subscribed and sworn to before me this

X Chair

Signature of Chairperson

X day of

X Signature

Signature of Person Administering Oath

STATE OF MICHIGAN,
COUNTY OF Ingham/Eaton } SS.

I Do Solemnly Swear, (or affirm) that I will support the Constitution of the United States and the Constitution of this State, and that I will faithfully discharge the duties of the Office of Inspector of Elections at the Election held on Tuesday the 8 day of Month, 20xx according to the best of my ability.

Taken, subscribed and sworn to before me this xx day of Month, 20xx.

Signature of Persons Taking Oath and Certifying Preparation Certificate

X
X
X
X
X

X
X
X
X
X

Signature of Person Administering Oath

=====DURING VOTING =====

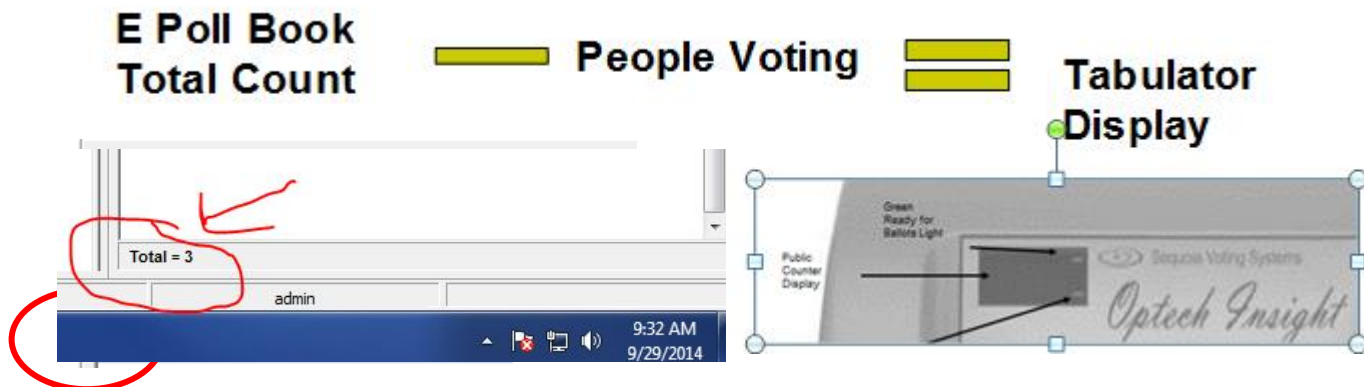
WARD 1 - PRECINCT 02

GENERAL

- ☐ At 7:00 a.m. the Chairperson must announce out loud that the precinct is open for voting.
- ☐ During meal breaks, have the inspector sign out and sign back in on the payroll sheet (page 29). Meal breaks should be no more than 45 minutes long, and at least one meal break per day.
- ☐ If an inspector who was not present for the Oath of Office administered in the morning joins the team, administer the Oath and sign Page A or Page B of the Poll Book.
- ☐ On an hourly basis or more often

1. Complete Ballot Balance Check

2.



2. Complete Precinct Log (Page 28)

3. Check ALL voting booths for any campaign material and missing pens

4. Rotate election inspector roles when possible

- ☐ Keep tabulator closed and locked. 2 inspectors of different parties are needed to access the bins or change the tabulator tape.
- ☐ Contact Superchair Merialice Jensen 517-802-7450) for any supplies needed during the day.

Precinct Team Roles

GREETER INSPECTOR (IF YOU HAVE ENOUGH PEOPLE)

- ☐ Retrieve and review all items in **Greeter Inspector folder, and the Presidential Primary Supplemental Instructions for Inspectors in the yellow folder,** and make sure they have it handy all day.
- ☐ At the entrance to the precinct, briefly greet and welcome each voter
- ☐ Look for people who look “lost,” and ask if they have questions
- ☐ Direct voter to their correct line, location or the chairperson to resolve issue quickly, accessing either the **Emergency Precinct List** found in the laptop bag, Greeter laptop (if available), Street Map or Street Range Guide.
- ☐ Remind Voters to have ID ready, and hand out sample ballots , demonstrate how to vote, etc.

APPLICATION INSPECTOR

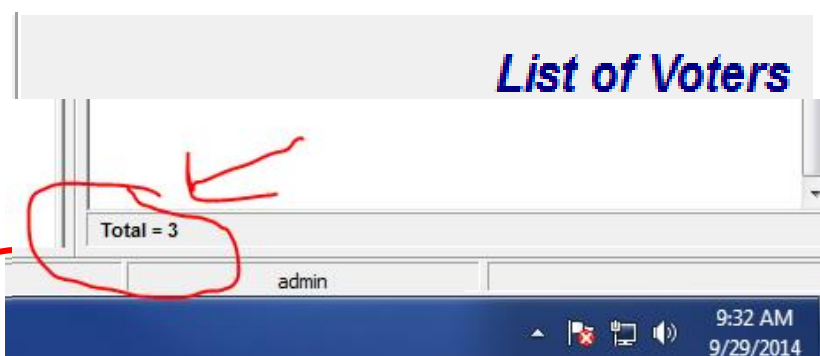
- ☐ Retrieve and review all items in **Application Inspector** folder and make sure Application Inspector station has it handy all day.
- ☐ Have each voter complete an Application to Vote **in ink.**
- ☐ Provide voting instructions and show sample ballot. Offer the use of the magnifier sheet.
- ☐ Ask voters to have Photo ID ready to show E POLL BOOK Inspector
 - If voter lacks ID, have voter complete Affidavit on back of Application to Vote (Keep track of how many voters use affidavit instead of ID. Complete the Precinct Log hourly.)
- ☐ Direct voters to E Poll Book Inspector when a spot becomes available. Avoid a crowd in front of the E Poll Book Inspector.

E POLL BOOK INSPECTOR

- ☐ Retrieve and review all items in **E POLL BOOK Binder and the Presidential Primary Supplemental Instructions for Inspectors in the yellow folder,** and keep with E Poll Book Inspector station.
- ☐ Verify Voter Identity
- ☐ Check Voting Status
- ☐ Issue Ballot after confirming with Ballot Inspector the ballot number and voter number.
- ☐ Record “Remarks” as needed
- ☐ **Provide TOTAL # of VOTERS to assist with Ballot Balance every hour or less, and whenever there is a tabulator jam.** Count is located on the E Poll Book Screen on the bottom right side.

BALLOT INSPECTOR

- ☐ Retrieve and review all items in **the Ballot Inspector folder,** and keep the folder with Ballot Inspector station all day.
 - ☐ Make sure unused ballots are kept wrapped in the plastic to avoid jamming.
 - ☐ Work with E POLL BOOK Inspector to verify ballot and voter number for every voter. Make sure voters receive the correct ballot type as indicated on the Application to Vote.
 - ☐ Record the ballot number and voter number on the application to vote and place it in the plastic pocket on the secrecy sleeve, with the ballot inside the secrecy sleeve.
- (Note: If voter will be using AutoMARK, **remove** the numbered stub from the ballot and place it in the plastic pocket).
- ☐ Make sure “Ballot Marking Instructions” are in the pocket of each secrecy sleeve given to voters. You must replace it if it has been marked in any way by a previous voter!
 - ☐ **Be sure “Ballot Marking Instructions” are in the pocket of each secrecy sleeve!**
 - ☐ Remind voters how to mark ballot and to vote front and back of ballot (if applicable)



- ☐ When a voting booth is available, hand the ballot in the secrecy sleeve to voter and direct them to tabulator inspector when done voting
- ☐ Ballot Inspector is also the **SPOILED BALLOT COORDINATOR**. When a voter spoils a ballot, the Ballot Inspector will:
 - Accept the Spoiled Ballot and put it in the SPOILED BALLOT ENVELOPE
 - Coordinate with E Poll Book Inspector who will update voter record and issue a new ballot
 - Record on the Application to Vote the new ballot number
 - Communicate with the voter to determine error, and provide magnify sheet, sample ballot, etc to help the voter avoid the error in a courteous and supportive manner.

TABULATOR INSPECTOR

- ☐ Retrieve and review all items in the **Tabulator Inspector folder**, and keep folder with Tabulator Inspector station all day.
- ☐ After the voter has completed marking their ballot, the tabulator inspector will compare the numbered stub to the application to vote.
- ☐ Remove the numbered stub and the application to vote;
- ☐ **Instruct voter to place ballot in the tabulator.**

Encourage voter to slide ballot like “feeding a dollar” into a pop machine

(Note: If voter has used AutoMARK to mark their ballot, the numbered stub will be in the plastic pocket with the application to vote.)

- ☐ Check “Ballot Marking Instructions” for any marks made by voters. If there are any marks, the instructions must be removed and not used anymore!
- ☐ **Listen and monitor tabulator machine.**

If you hear the “unhappy sound,” ask voter to cover ballot and go to tabulator tape to read error message.

Review error message, and respond accordingly using the script taped to top of the tabulator. Read the script that corresponds to the error message on the tabulator tape to the voter. Notify chairperson if there is any question or issue. See Troubleshooting Guide for more details.

Encourage voter not to leave until the error is fixed, and voter can submit ballot

☐ **Place application to vote on the spindle.**

☐ **Give voter an “I Voted” sticker**

Notes Page:

Recommendation: Start prepping your team for closing. Assign end of the night closing responsibilities to each Election Inspector. Start filling in the certificates. Please remind them that the whole team leaves the precinct together.

===== AFTER THE POLLS CLOSE =====

GENERAL

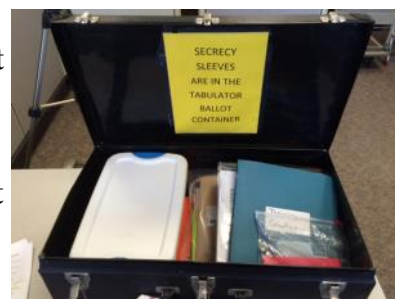
- ☐ At 8:00 p.m. the Chairperson must announce out loud that the polls are closed. Any person in line at the time of the announcement shall be permitted to vote.
- ☐ Hand out applications to vote, **starting at the back of the voters in line** and working your way toward the front of the line to indicate who was in line at 8:00 p.m.

Follow standard procedure for issuing ballots until every voter with an application to vote is done.

- ☐ Make sure all ballots have been tabulated (including ballots that require duplication).

- ☐ Clear your tables of all materials and put items not needed in the **black** supply box.

- ☐ Take down all signs, flags and voting booths. Please put supplies in the black supply box **neatly** (See picture)



- ☐ Clean up any food or spills and return furniture to original location in original condition or better.
- ☐ **Secrecy sleeves go into the main tabulator bin after bins are confirmed empty.**

AUTOMARK

- ☐ **Turn the key to the “off” position.**

- ☐ If your AutoMARK is on a cart,

Place the AutoMARK secrecy sleeve, the headphones, the AutoMARK Braille instructions, and any extra sanitary wipes back in the AutoMARK envelope

Close the AutoMARK and strap it down with the Velcro. Slide the tray in and tighten the thumbscrews.

- ☐ If your AutoMARK is NOT on a cart, it has a case.

Disassemble AutoMARK table and place it in it's case.

Place secrecy sleeve, the headphones, the AutoMARK Braille instructions, and any extra sanitary wipes back in the pouches in the case.

E POLL BOOK CLOSING PROCEDURES

- ☐ E Poll Book Inspector should complete **E Poll Book Checklist. Page 11 –18**

-

TABULATOR CLOSING

- ☐ Check auxiliary bin of Tabulator and process any remaining ballots.
- ☐ Compare 1) the Tabulator total, 2) the Applications to Vote total, and 3) the E POLL BOOK total; THESE THREE NUMBERS MUST AGREE.
- ☐ Unlock the back compartment of the tabulator.



- ☐ Press the “Print Totals” button. The following message will print: “Print Totals, no more ballots, Press “0” if this is O.K. Press “9” if this is not O.K.

Before you press the zero key, make sure that all ballots have been processed. When you are sure you are done tabulating ballots, press the zero key and a totals tape will print the results of the election.

Press the Paper Feed button a few times. Tear the tape off the machine. **This is called the long tape.**

- ☐ Press the “Print Totals” button again and a **second** totals tape will print. Press the Paper Feed Button a few times. Tear that tape off the machine.
- ☐ Press the “Print Totals” button again and a **third** totals tape will print. Press the Paper Feed button a few times. Tear that tape off the machine.
- ☐ All inspectors present at the close of the polls must **sign all three** of the totals tapes.
- ☐ Unplug the Tabulator.

- ☐ **COMPLETE A FINAL BALANCE CHECK** - the number of votes on the tabulator must match the number of voters in the E Poll Book
- ☐ Before the laptop or tabulator are shut down or any workers dismissed, **REVIEW THE E POLLBOOK BALLOT SUMMARY REPORT** to make sure it is balanced.

****ATTENTION: IF NUMBERS DO NOT MATCH, PLEASE ALERT SUPERCHAIR OR CLERK STAFF FOR FURTHER INSTRUCTIONS**

- ☐ **Confirm all 7 Icons are displayed in Privacy Zone. (Please Check each**

Style	Starting No.	Ending No.	Count
	00000017	00000200	184

Total = 184

200

202

L. Difference: 0

box as you confirm)

1. ☐ Activity Log Report



2. ☐ Ballot Summary

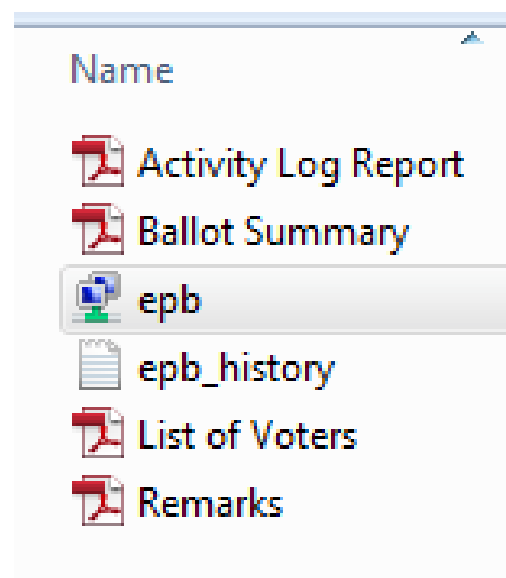
3. ☐ epb

4. ☐ epb_history

5. ☐ List of Voters

6. ☐ Remarks

7. ☐ Logout Privacy Zone



MEMORY PACK CLOSING

PROCEDURES

- ☐ **Unplug the tabulator before you remove the Memory Pack** and after you have printed the three totals tapes.
- ☐ Using your wire cutters from the supply box, cut the seal on the Memory Pack door and remove the memory pack.



- ☐ Place the old seal inside the **blue Memory Pack/thumb drive bag**.



- ☐ Place the sealed memory pack in the **pink anti-static bag**

- ☐ Put the 1) **pink anti-static bag** , 2) **thumb drive** and 3) old seal into the small blue memory pack transfer bag



- ☐ Review the certificate located in your small blue memory pack transfer bag. It should have been filled out earlier in the day with the number on the flat metal strip (see below)

- ☐ Put the certificate signed by the Chair and Co-chair in the clear plastic sleeve

Before sealing the bag, check to confirm that the following 3 items are in the bag:

- ☐ **Memory pack inside a pink anti-static bag**
- ☐ Old Seal from Memory pack
- ☐ **Blue thumb drive**



SEALING THE SMALL MEMORY PACK/THUMB DRIVE BAG

- ☐ Put the plastic sleeve onto the black u-shaped clamp that was located in the blue bag
- ☐ Zip the bag closed and pull the metal clapper over the zipper
- ☐ Place the black u-shaped clamp through the end of the zipper
- ☐ Put a flat metal seal through the two holes on the black u-shaped clamp and close the flat metal seal.
- ☐ Record the seal number from the small blue memory pack transfer bag on **the inside back cover of the Poll Book** under "Program Transfer Bag Seal #"



- ☐ The Chair and Co-chair should sign the certificate



BALLOT BAG(S) CLOSING PROCEDURES

- ☐ Remove all ballots from the **main ballot bin** located in the side compartment of the machine. The main bin is the larger of the two bins.

****Make sure that the write-in bin (small bin) is also empty**



- ☐ Place **ONLY** the following items in the **Ballot Bag**:

- ☐ All unused ballots
- ☐ All voted ballots except provisional envelope ballots
- ☐ The Envelope for Spoiled (or Defective) Ballots with any spoiled ballots inside
 - *Must be sealed with a red paper seal and initialed by the Chair and Co-chair* (Empty envelopes go back in the black box)
- ☐ The Envelope for Original Ballots which have been Duplicated
 - *Must be sealed with a red paper seal and initialed by the Chair and the Co-chair* (Empty envelopes go back in the black box)
- ☐ Complete a ballot container certificate including certificate number and signatures of chair and co-chair



- ☐ **Zip the bag closed, and leave the Zipper pull in the down position** (See picture below)

- ☐ Thread the pull-tight plastic seal through the certificate

Zipper Pull must be down first

- ☐ Record the seal number from the ballot container certificate in the Poll Book. **Statement of Votes** (page I)

- ☐ Thread the seal through the zipper and certificate and loop back to secure.



****Remember if you have to cut the plastic blue seal because something was forgotten, a new seal number needs to be UPDATED in two locations—on the certificate and in the Poll Book**

FINALIZE THE POLL BOOK

Front Cover

- ☐ Write the Total Voter Count in the bottom right corner of the Poll Book front cover

Page A - Opening Procedures and Oaths

- ☐ 1. Make sure the 4 Opening tasks were completed and check the boxes
- ☐ 2. Oath of Chairperson completed (including date)
- ☐ 3. All election workers, including PM shift, has signed the page and date filled in

Completed by Clerk Staff

CLERK'S PREPARATION CERTIFICATE FOR OPTICAL SCAN TABULATOR AND VOTER ASSIST TERMINAL

Tabulator Serial No. _____ Tabulator Seal No. _____
 Voter Assist Terminal Serial No. _____ Voter Assist Terminal Seal No. _____

I certify that the above tabulator and voter assist terminal have been properly prepared and tested for this election in accordance with law, and that at the completion of the tests, the programs were inserted into the tabulator and terminal and sealed with the seals bearing the seal numbers recorded above.

Precinct No. _____ Signature of Clerk or Authorized Assistant _____ Date _____

ELECTION INSPECTORS' PREPARATION CERTIFICATE

☒ WE CERTIFY BY SIGNING BELOW THAT THE FOLLOWING WAS COMPLETED PRIOR TO THE OPENING OF THE POLLS:

- ☒ The oath of office was administered to and signed by all election inspectors present.
- ☒ Verified that the serial number of the tabulator and terminal and the seals used to seal the tabulator and terminal were the same as the serial and seal numbers recorded on the Clerk's Preparation Certificate above.
- ☒ All preparation tests of the tabulator and terminal were completed and the equipment was found to be in proper working order.
- ☒ The ballot was verified by comparing each candidate's name and the placement of any propositions on the ballot with the precinct instruction ballot, tabulator zero tape and terminal test ballot.

OATHS OF CHAIRPERSON AND INSPECTORS OF ELECTION

STATE OF MICHIGAN, COUNTY OF Ingham OR SS. Eaton

I Do Solemnly Swear, (or affirm) that I will support the Constitution of the United States and the Constitution of this State, and that I will faithfully discharge the duties of the Office of Precinct Board Chairperson at the Election held on Tuesday the 5 day of May, 2015, according to the best of my ability.

Taken, subscribed and sworn to before me this 2nd day of May, 2015.

Signature of Chairperson: Sign here
 Signature of Person Administering Oath: STAFF

STATE OF MICHIGAN, COUNTY OF Ingham or SS. Eaton

I Do Solemnly Swear, (or affirm) that I will support the Constitution of the United States and the Constitution of this State, and that I will faithfully discharge the duties of the Office of Inspector of Elections at the Election held on Tuesday the 5 day of May, 2015, according to the best of my ability.

Taken, subscribed and sworn to before me this 5 day of May, 2015.

Signature of Persons Taking Oath and Certifying Preparation Certificate

<input checked="" type="checkbox"/> <u>Inspector 1</u>	<input checked="" type="checkbox"/> <u>Inspector 6</u>
<input checked="" type="checkbox"/> <u>Inspector 2</u>	<input checked="" type="checkbox"/> <u>Inspector 7</u>
<input checked="" type="checkbox"/> <u>Inspector 3</u>	<input checked="" type="checkbox"/> _____
<input checked="" type="checkbox"/> <u>Inspector 4</u>	<input checked="" type="checkbox"/> _____
<input checked="" type="checkbox"/> <u>Inspector 5</u>	<input checked="" type="checkbox"/> <u>Chair</u>

Signature of Person Administering Oath _____

* Only Precinct 22 & 23 would list Eaton County for partisan elections. Confirm with Clerk Office.

FINALIZE THE POLL BOOK, CONTINUED

Page B—Complete Only if you have PM (Afternoon) workers after giving them the Oath

Page C List of Voters—printed out at South Washington office during the receiving process from the [thumb drive](#).

Page D—Write Ins

If the Chair does **NOT** receive a list of valid Write In candidates, write “NONE” very large across the sheet at beginning of the day.

ONLY If the Chair receives a list of valid Write In candidates and people voted for them, then see page 14 for details on how to complete Page D.

Page E—Remarks

Any Remarks should be added to E Poll Book on computer. Remarks will be printed out at the South Washington office during the receiving process.

Page F—Challenged Voters

If no votes were challenged, please write NONE on both sides of the page.

Page G—Challenged Procedures

If no procedures were challenged, please write NONE on both sides of the page.

Page H—Ballot Summary - printed out at South Washington during the receiving process from the thumb drive.

(See E Poll Book Procedures on detailed directions to complete the Ballot Summary)

FINALIZE THE POLL BOOK, CONTINUED

Page I - Certificate of Election Inspectors

Please complete the following sections of the Poll Book summary page completely. Check off each item as you complete it.

- ☐ 1. Press hard in completing the Ballot Summary Page so that it appears clearly on all three pages
- ☐ 2. Record the number of Voters from E Poll Book
- ☐ 3. Record the number of ballots tabulated
- ☐ 4. Check EVERY box after confirming that the task was completed
- ☐ 5. Record Ballot Bag Seal Number
- ☐ 6. Check box AND record Memory Pack/Thumb Drive Bag Seal Number
- ☐ 7. Chair and Co chair sign to confirm Seal Numbers
- ☐ 8. Chair, Co chair, and all Inspectors must sign to validate Poll Book information
- ☐ 9. Paper clip 3 signed "Totals Tapes" to the Certificate of Election Inspectors in the Poll Book.

1. PRESS FIRMLY!

JURISDICTION: Mississippi WARD #: 4 PRECINCT #: 37

CERTIFICATE OF ELECTION INSPECTORS

WE CERTIFY THE FOLLOWING TASKS WERE PROPERLY COMPLETED AT THE CLOSE OF THE POLLS EXCEPT AS EXPLAINED IN THE REMARKS SECTION REPORT

2. 9. Inserted the number of voters according to the List of Voters Report (include absent voters if processed in precinct): 3

3. 3. Inserted the number of ballots tabulated according to the public counter of the tabulator 3

4. 4. Verified that the number of ballots tabulated equals the number of voters according to the List of Voters Report and the number of Applications to Vote. Recorded an explanation in the Remarks Report of any discrepancies between the number of ballots tabulated and the number of voters according to the List of Voters Report and/or Applications to Vote.

5. 5. Recorded all challenges on the Challenged Page.

6. 6. Tabulated all valid absent voter ballots (if absent voter ballots were processed in the precinct).

7. 7. Duplicated and tabulated any ballots requiring duplication.

8. 8. Tallied all valid write-in votes and recorded the totals on the Statement of Votes.

9. 9. Recorded and sealed all provisional envelope ballots into a provisional ballot security envelope for delivery to Clerk.

10. 10. Attached the tabulator total tapes and proposal language to all three (3) copies of the Statement of Votes.

11. 11. Recorded and verified the following in the Ballots Summary Report:

■ Total number of ballots delivered to the precinct	■ Total number of ballots tabulated
■ Total number of Spoiled/Defective ballots	■ Total number of unused ballots

WE, the undersigned members of the Board of Election Inspectors hereby certify that all used and unused ballots, EXCEPT for all provisional envelope ballots, were properly sealed into an approved BALLOT STORAGE CONTAINER by affixing seal(s):

12. 12. No. IF use 2 bags

13. 13. WE, further certify that the Tabulator Program, if removed, and the EPB-USB Flash Drive were properly sealed into an approved TRANSFER CONTAINER by affixing seal:

14. 14. No. Chair

15. 15. No. Co-chair

16. 16. Signature of Election Inspector who SEALED the BALLOT STORAGE CONTAINER and the TRANSFER CONTAINER

17. 17. Signature of Election Inspector who VERIFIED the sealing. May not represent same political party as the member who sealed both containers.

18. 18. ALL INSPECTORS PRESENT AT THE CLOSE OF THE POLLS MUST SIGN BELOW (Any inspectors leaving prior to the close of the polls must make a notation in the Remarks Section Report of this Poll Book)

Chairperson	Phone
1. X	7. X
2. X	8. X
3. X	9. X
4. X	10. X
5. X	11. X
6. X	

19. 19. WHITE COPY TO LOCAL CLERK

POLL BOOK DOUBLE CHECK

- ☐ **Have an Election Inspector on the Precinct Team review all the Poll Book pages listed below to make sure the pages are completely filled out.**

Please review each page and make sure that every box is checked and filled out completely.

Page A – Clerk’s Preparation Certificate

Page B – fill out if you have more than 9 election workers or for afternoon workers, if applicable

Page D – Write-Ins Only (Write “NONE” if there were no valid write-ins), if this was not previously completed.

Page F – Challenged Voters (Write “NONE” if there were no Challenged Voters)

Page G – Challenged Procedures (Write “NONE” if there were no Challenged Procedures)

Page I – Certificate of Elections Inspectors with 3 sets of Totals Tapes attached

- ☐ **Complete Payroll Sheet and have all inspectors review for accuracy, then sign it.** Payroll Sheet is at the back of this Check of Operations packet.

PREPARING THE **LOCAL CLERK ENVELOPE**

The following items are put in the **Local Clerk Envelope**:

- ☐ Poll Book, including **3 Totals Tapes** paper clipped to page I.
- ☐ Completed Applications to Vote
- ☐ Place any Provisional **Ballot Form Envelopes** in the **Provisional Ballot Storage Envelope**, seal it with a **Red Seal** signed by the Chair and Co chair
- ☐ Place any Election Day Change of Address, Cancellation Authorization forms, voter registration forms, Automark Test ballot, and other forms that require Clerk Office action
- ☐ Any surrendered Absentee Ballots or completed Absentee Affidavits

FINAL STEPS TO PREPARE THE **LOCAL CLERK ENVELOPE**

- ☐ Use a **Red Seal** signed by the Chair and Co chair to seal the **Local Clerk Envelope**.
- ☐ Make Sure your ward and precinct is labeled correctly on the front of the envelope

RETURN TO BLACK SUPPLY BOX

- ☐ Precinct Demonstration Ballots.
- ☐ Miscellaneous Supplies, signs, extension cords, 100' measuring tape, duct tape, pens, etc.
- ☐ Folders/binders from Election Inspectors' stations.
- ☐ **Ballot number strips from used ballots—rubber banded together**
- ☐ Please pack the supply box and small plastic tub as neatly as possible by using the checklist of supplies to make sure items are returned to the correct location. (See picture of the Black Supply Box on page 13 of this Check of Operations)

DELIVERY to Receiving Board

- ☐ The **Chairperson** and the **Co-Chairperson** (from different political parties) shall, riding in the same vehicle, deliver to the Election Unit, 2500 S. Washington Ave. the following:

- ☐ **Memory Pack/Thumb Drive Blue Transfer Bag containing :**

- ☐ E POLL BOOK thumb drive
- ☐ Memory Pack
- ☐ Old Memory Pack Seal



- ☐ **Laptop Bag Containing:**

- ☐ Laptop Computer with cord, mouse, magnetic card reader, and mouse pad
- ☐ Cell Phone
- ☐ Keys—tabulator, AutoMARK, and facility (if applicable)
- ☐ **Emergency Voter List (Red Cover)**



- ☐ **Ballot Container that is sealed**

- ☐ **Local Clerk Envelope that is Sealed**

- ☐ **Black supply box**

- ☐ **Check of Operations INCLUDING:**

- ☐ **Payroll sheet (Page 29)**

- ☐ **Chairperson's comments sheet (Page 26 & 27)**

- ☐ **Completed Precinct Log (Page 28)**

DELIVERY TO RECEIVING BOARD

The following 5 items will be taken out of your Car by the SWOC Couriers in the parking lot

- 1) Sealed Blue Memory Pack/Thumb Drive Transfer Bag
- 2) Sealed Ballot Container
- 3) Laptop Bag
- 4) Black supply box
- 5) Local Clerk Envelope

THE 2 ITEMS FOR YOU TO CARRY INTO THE BUILDING ARE:

- 1) PARKING LOT RECEIPT GIVEN TO YOU BY THE SWOC COURIERS**
- 2) THIS CHECK OF OPERATIONS WITH ALL ATTACHMENTS**

At SWOC, update your Check of Operations

- Complete Chairperson Comments (Page 26 & 27)**
- Review and Sign Payroll Sheet**
- The Chair and Co-Chair enter their end time when Receiving Team activity is completed**

CHAIRPERSON'S COMMENTS for WARD 1 - PRECINCT 02

Grand River Head Start

Your Superchair is: Merialice Jensen 517-802-7450

What time was work completed? _____ Number of voters _____

How many voters used the AutoMARK? _____

Please let us know how well EACH member of team performed. Please measure their success based on three categories: 1) following directions 2) attention to detail 3) displaying respect to the public and members of the precinct team.

1 is “unacceptable”

5 is “outstanding

Inspector 1

1	2	3	4	5	Promote	Comments:
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Inspector 2

1	2	3	4	5	Promote	Comments:
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Inspector 3

1	2	3	4	5	Promote	Comments:
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Inspector 4

1	2	3	4	5	Promote	Comments:
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Inspector 5

1	2	3	4	5	Promote	Comments:
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Inspector 6

1	2	3	4	5	Promote	Comments:
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Inspector 7

1	2	3	4	5	Promote	Comments:
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Inspector 8

1	2	3	4	5	Promote	Comments:
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

If you have additional workers and/or to make additional comments regarding the facilities and election supplies issues or suggestions, please record them on the next page. Please follow up with a phone call or email to city.clerk@lansingmi.gov to provide additional info.

CHAIRPERSON'S COMMENTS for WARD 1 - PRECINCT 02

Grand River Head Start Page 2

Your Superchair is: Merialice Jensen 517-802-7450

Comments that City Clerk Office needs to be aware of (condition of supplies, voting location, equipment, etc.)

General Comments: _____

Additional Election Worker Evaluation (if needed)

1 is "unacceptable" 5 is "outstanding"
Inspector 9
1 2 3 4 5 **Promote** **Comments:**
☐ ☐ ☐ ☐ ☐ ☐

Inspector 10
1 2 3 4 5 **Promote** **Comments:**
☐ ☐ ☐ ☐ ☐ ☐

Inspector 11
1 2 3 4 5 **Promote** **Comments:**
☐ ☐ ☐ ☐ ☐ ☐

Inspector 12
1 2 3 4 5 **Promote** **Comments:**
☐ ☐ ☐ ☐ ☐ ☐

CHAIRPERSON SIGNATURE: _____

PHONE # _____

Thank you for helping us with another election!

Precinct Log
WARD 1 - PRECINCT 02

TIME	NUMBER OF VOTES TABULATED	Number of voters who completed <u>affidavit</u> of voter not in possession of ID	NUMBER OF VOTERS WAITING IN LINE
8:00 a.m.			
9:00 a.m.			
10:00 a.m.			
11:00 a.m.			
12:00 noon			
1:00 p.m.			
2:00 p.m.			
3:00 p.m.			
4:00 p.m.			
5:00 p.m.			
6:00 p.m.			
7:00 p.m.			
8:00 p.m.			
<u>Final total</u>			n/a
Record Election Result	YES	No	Complete this info to confirm results were printed

Please complete the above log each hour to assist us with future elections. If you do not record the information at the time stated, please note the actual time.

ELECTION INSPECTOR PAYROLL

WARD 1 - PRECINCT 02 for **March 8, 2016**

Please write clearly and completely. Errors could result in delays in receiving your full paycheck

Inspector Type	Name & Signature	Start Time	1st meal break	Return from 1st	2nd meal break	Return from 2nd	End Time
Chair							Time done at Receiving
Co-Chair							Time done at Receiving
E Poll Book							
E Poll Book							
E Poll Book							
Inspector							
Inspector							
Inspector							
Inspector							
Inspector							
Inspector							
Inspector							
Inspector							

Last elector voted at _____ p.m.

Completed Work at _____ p.m.

I certify that the above information is correct to the best of my knowledge.. **Use back side of payroll to record additional hours worked the day before to setup equipment.**

Chairperson Signature _____

ELECTION INSPECTOR PAYROLL

SET UP PAYROLL ONLY

March 8, 2016

Inspector Type	Name & Signature	Start Time	End Time

I certify that the above information is correct to the best of my knowledge.

Chairperson Signature _____